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**1.0 PERSONNEL TRAINING: 270.14(b)(12), 264.16, R-450-
3.3.2(a)(12), R-450 8.2.7**

The training of personnel is essential to efficient facility operation and the protection of human health and the environment. The following employee training plan has been developed for the Clive Incineration Facility (CIF) in accordance with company policy and the regulatory requirements of 40 CFR 264.16 and R-450 8.2.7.

**1.1 Outline of the Training Program: 264.16(a)(1), R-450
8.2.7(a)(1)**

The training of CIF employees (including the initial employees) will take place primarily at the CIF. Some training may take place off-site if USPCI feels that the employees would receive better training at the alternate location. Such off-site training might include safety equipment demonstrations in Salt Lake City, joint training exercises with local emergency response organizations, classes offered at local schools or equipment suppliers, and so forth.

The initial CIF operators will be given comprehensive training in the various CIF unit operations before those unit operations

handle hazardous waste. This will be accomplished by class room training (at the CIF or off-site) prior to the start of operations involving hazardous waste management at the unit. This training will be followed by on-the-job-training at the appropriate unit. The operations personnel recruited prior to the initial operation of the CIF will be given additional training during the commissioning of the equipment following the completion of construction. This will provide an exceptional opportunity for personnel to become familiar with the equipment layout and design. During the commissioning period, employees will receive training and support from USPCI Corporate Engineering and various consultants used by USPCI during the design of the CIF. The initial incinerator operators will gain additional familiarization during the trial burn. USPCI will make every effort to recruit employees experienced with incinerator, kiln, or industrial furnace experience for the CIF.

The initial employees at the CIF will receive Introductory Training and the Continuing Training topic for their job assignment prior to the start of operations (see Appendix A, Training Program Schedule). In addition, they will receive training about specific equipment during commissioning.

All employees hired after the start of operations will complete the Introductory Training program within six months of the date of their employment.

The CIF training program is designed to increase employee awareness of the following:

- safety and health of facility personnel;
- efficient performance of duties;
- protection of the facility area;
- regulatory requirements for the facility and specific jobs; and
- obligations of the company to provide training and information to the employee.

The training programs will be divided into Introductory Training and Continuing Training. USPCI will require that all employees at the CIF will be trained sufficiently to ensure the CIF's compliance with the requirements of R450-8. This training will occur as part of Introductory Training, through classroom or on-the-job training, during the employee's first six months at the CIF. In order to enhance this initial training and to develop the skills and capabilities of its employees, the CIF will

provide a Continuing Education Program. Continuing Education is designed to provide the annual refresher course in Introductory Training and to provide additional learning opportunities. This program also will allow management to assign workers to training which is deemed valuable and will allow an employee to add to his versatility (at his option). Both programs are designed to meet the requirements of RCRA and OSHA for worker training.

- Introductory Training Program: The Introductory Training will be provided for all new employees regardless of past experience or qualifications. The training will cover essential topics including a facility description, personal hygiene at an industrial plant, the Contingency Plan and a job specific orientation. The job specific orientation will introduce new employees to his/her assignment. Following the Introductory Training Program, employees may enter their work environment to perform tasks with supervision from a fellow employee. The fellow employee will be familiar with the specific work environment and have successfully completed the Continuing Training Program.

- Continuing Training Program: The Continuing Training Program is designed to supplement the Introductory Training Program and develop safe, efficient and knowledgeable employees. All employees will be enrolled in a curriculum of continuing training upon successful completion of the Introductory Training Program. Employee attendance of an assigned training session will be mandatory. An employee may choose to attend one or more Continuing Education sessions in order to enhance his skills and versatility. The schedule of training topics for the Continuing Training Program is listed in Appendix A of this plan. Employees will be eligible to perform work tasks unsupervised upon completion of a designated Continuing Training Program.

**1.1.1 Job Title/Job Description: 264.16(d)(1), 264.16(d)(2),
R-450 8.2.7(d)(1), 8.2.7(d)(2)**

The CIF is a commercial hazardous waste treatment and storage facility employing skilled personnel in a broad range of assignments. The facility will employ management, administrative, operations, technical, and regulatory support personnel. The facility manager will be responsible for all ac-

tivities at the facility. Administrative, operations, laboratory, and environmental managers receive direction from the facility manager and are responsible for implementing company policy and the directives of the facility manager; and directing the activities of their respective employees.

The job titles and descriptions for the employees in positions relating to the management of hazardous waste are included in Appendix A.

1.1.2 Training Content, Frequency, and Techniques: 264.16(c) and (d)(3), R-450 8.2.7(c) and (d)(3)

Appendix A contains the Training Program Schedule. The schedule provides an outline of both the Introductory Training Program and the Continuing Training Program. Each employee will be assigned to a training group.

Introductory Training will be provided when an individual begins employment at the facility and prior to the employee commencing any of his/her anticipated job duties. A review of Introductory Training will be conducted annually for all facility personnel. This review will include job-specific training to cover changes in regulations, policies, or procedures.

The training topics in the Continuing Training Program will be available regularly (except for the annual Introductory Training refresher, at least every other year) and as needed. The program is designed familiarize employees with facility activities other than their current job assignment. Completing more than one module would enhance an employee's value to the CIF. USPCI expects that an employee at the CIF would receive instruction in each appropriate topic in the Continuing Training program at least once every two years. The Training Program Schedule also indicates the repeat frequency for each training topic (i.e. the period within which the employee the training will be offered again).

Training techniques will vary depending on the subject. Typically techniques will be classroom lecture format, audio/visual demonstration, video tapes (VCR), and field or laboratory demonstration. On-the-job training will also be used.

USPCI will record in the training records who the trainers are and what their qualifications are. This information will be cross-referenced to the records of the trained individuals.

1.1.3 Training Director: 264.16(a)(2), R-450 8.2.7(a)(2)

The Safety/Training Supervisor will be responsible for implementing the training program for the facility. He/She ensures that qualified instructors provide appropriate training to personnel in accordance with this training plan. He/She also ensures that employees successfully complete the designated training program within six (6) months of commencing employment at the facility. All employee training records will be maintained at the facility by the Safety/Training Supervisor.

The Safety/Training Supervisor will have the following qualifications, previous work experience, and training prior to being assigned this responsibility:

1. Minimum Associate of Science degree with concentration in sciences and/or occupational safety/health or equivalent experience.
2. Minimum 5 years experience in industrial safety with plant experience, preferably in chemical processing. One to two years experience with handling hazardous waste or materials.
3. Knowledge and comprehension of all applicable regulations (i.e., Utah, TSCA, RCRA, OSHA, DOT, etc.) and procedures (operations and contingency).

4. Able to wear a respirator and in good physical condition.

**1.1.4 Relevance of Training to Job Position: 264.16(a)(2),
R-450 8.2.7(a)(2)**

The level of training for an individual is dependent on his/her responsibilities. Employees working in direct contact with hazardous waste materials will be required to receive more training in that area than the administrative personnel. The schedule for training in Appendix A identifies discrete employee groups according to employee work environments and responsibilities. Each group will receive training according to the schedule. Operations and technical personnel will be required to receive training on topics listed in the schedule of training. Each new employee will receive training for their initial job assignment during the Job Specific Orientation portion of the Introductory Training. The employee then receives on-the-job training under the supervision of an experienced employee until the new worker completes the Continuing Training program. The Continuing Training contains instructions in all CIF operations and qualifies an employee to work without

continuous oversight. The Continuing Training is repeated annually.

Individuals responsible for conducting inspections at the facility will receive training in inspection procedures.

**1.1.5 Training for Emergency Response: 264.16 (a)(3), R-450
8.2.7(a)(3)**

The Contingency Plan describes the course of action or response during an emergency. Emergencies include injury of personnel, and fire, explosion, or release of hazardous waste or hazardous waste constituents which could threaten human health or the environment. All CIF employees will receive training on the Contingency Plan during the Introductory Training Program. Facets of the Contingency Plan will also be emphasized during the Continuing Training Program.

Responses to various emergency situations, emergency equipment, and emergency systems will also be taught under other training topics. For example, instruction on the automatic waste feed cutoff systems (including key parameters) will be taught during the Continuing Training program on Incinerator Operation. There

will not be a firefighting unit as such at the CIF. All employees engaged in the management of hazardous waste will be given training in using the firefighting equipment at the CIF. All employees will be given firefighting instruction in the Using Emergency Equipment segment of Contingency Plan training during Introductory Training. Additional training for firefighting will be given in the Firefighting segment of Safety training during the Continuing Education Program. Each employee trained in the use of firefighting equipment will also be assigned a specific primary firefighting role during training and trained to that primary role as well as backup roles in the event of a fire. A list of the equipment involved is contained in Section 5.0 of the Contingency Plan.

The Operations classes of the Continuing Training program will include the following material for the specific area being taught:

- Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment.
- Use and knowledge of communication and alarm systems
- Response to fires, explosions, and spills
- Response to ground water contamination incidents
- Shutdown of operations

First Aid training will also be provided for all employees during the Continuing Training Program. The first aid training will be designed to instruct employees in first aid procedures, cardiopulmonary resuscitation and initial burn treatment.

Drills will be conducted at the CIF to practice implementing the Contingency Plan. There will be at least four drills a year so that there will be an annual drill for each shift of operators. Each drill will involve all of the CIF employees present at the facility at the time of the drill. The type of incident (i.e., a fire at the Energetics Solids Storage area) simulated for the drill will be varied randomly to ensure a spontaneous reaction from the staff.

1.2 Implementation of Training Program: 264.16(b), (d)(4) and (e), R-450 8.2.7(b), (d)(4) and (e)

The facility Safety/Training Officer will be responsible for implementing both the Introductory Training Program and the Continuing Training Program.

All records of training completed by an employee will be maintained in the respective employee's personnel file. Training records will document the amount and type of training given to, and completed by, facility personnel. Training records on current personnel will be kept until closure of the facility; training records on former employees will be kept for at least 3 years from the date the employee last worked at the facility. Current records of individuals filling each job will be maintained at the facility and be available for inspection.

APPENDIX A

TRAINING PROGRAM SCHEDULE

APPENDIX A

TRAINING PROGRAM SCHEDULE

TRAINING TOPIC: FREQUENCY:	ATTENDED BY:	MINIMUM
Introductory Training Program		At time of employment
1. Facility Description (1 1/2 hours)		
o Facility Layout		
o Company Policies and Procedures		
o Facility Organization		
2. Safety & Personal Hygiene at an Industrial Plant (4 hours)		
o Issue & Fit Personal Protective Equipment (PPE)		
o Review of Company Hygiene Policies		
o Disposal of Contaminated PPE		
o Maintenance of PPE		
o Decontamination of PPE		
o Review of Company Safety Policies		
o Health Hazards of Hazardous Waste		
o Industrial Hazards at the CIF		
3. Contingency Plan (6 hours)		
o Implementation of Response Procedures		
o Containment and Control Activities		
o Available Emergency Equipment		
o Using Emergency Equipment		
o Casualty Control		
o Evacuation Plan		
o Post-Emergency Procedures		
o Arrangements with Off-site Response and Regulatory Authorities		
o Reporting of Emergency Events		
o Communication and alarm systems		

4. Job Specific Orientation (4 1/2 hours)

- o Tour of assigned work area
and introduction to supervisor
- o Review of responsibilities of
assignment
- o Local emergency equipment
- o Local communication equipment
- o Issue of job-specific safety
equipment

Continuing Education Program:

Biannually (except
as noted)

General:

1. Security (1/2 hour)
 2. Contingency Plan (1 hour)
 3. Procedures to Prevent Hazards (1 hour)
 4. Hazardous Communication Requirements (1/2 hour)
 5. Review of Introductory Training Program (8 hours)
- Annually

Operations:

1. Tank Management (8 hours)
 - o Tank system controls
 - o Sampling
 - o Phase separation
 - o Blending
 - o Transfer procedures
 - o Inspection
 - o Shredding system controls
 - o Industrial truck operation
 - o Crane operation
 - o Conveyor operation
 - o Post-release Decontamination Procedures
2. Container Management (8 hours)
 - o Decant tank system controls
 - o Shredding system controls
 - o Sampling
 - o Container decanting
 - o Industrial truck operation
 - o Transfer procedures
 - o Inspection
 - o Post-release Decontamination Procedures
3. Incinerator Operation (16 hours)
 - o Incineration system controls
 - o APC system controls

- o Waste feed cut-off system
- o CEM operation & calibration
- o Incineration data management
- o Process reagent formulation
- o Industrial truck operation
- o Combustion principles
- o Hot equipment procedures
- o Conveyors
- o IC engine operation
- o Feed mechanism operation
- o Sampling
- o Inspection
- o Post-release Decontamination Procedures

4. Unloading and Loading (8 hours)
Trucks & Railcars

- o Grounding
- o Hose management
- o Sampling
- o Emission control
- o Industrial truck operation
- o Transfer procedures
- o Inspection
- o Truck washing
- o Wheel chocking and other safety issues
- o Railroad & railcar procedures
- o Post-release Decontamination Procedures

Safety: (2 hours)

1. Industrial Hygiene and Decontamination Procedures
2. Protective Equipment and Clothing
3. First Aid & CPR
4. Basic Chemistry
5. Firefighting

Technical: (2 hours)

1. Waste Analysis Plan
2. Manifest System
3. Records
4. Waste Identification

and Segregation

Inspections: (1 hour)

APPENDIX A
JOB DESCRIPTIONS

List of Descriptions

Facility Manager

Environmental Manager
Assistant Environmental Manager
Safety/Training Supervisor
Regulatory Officer
Facility Inspector

Operations Manager

Maintenance Manager
Mechanical Supervisor
Electrical/Instrument Supervisor
Maintenance Mechanic
Electrician
Instrument Mechanic

Operations Superintendent
Operations Supervisor
Traffic Supervisor
Operator

Laboratory Manager
Assistant Technical Manager
Supervising Chemist
Chemist
Laboratory Technician

Administrative Manager

TITLE: Facility Manager

CATEGORY: Management

QUALIFICATIONS:

1. Minimum of Bachelor's degree in a technical field (such as chemical, mechanical, civil, metallurgical, or industrial engineering, chemistry, physics, etc.) from an accredited institution, or equivalent industrial experience and vocational training.
2. Documented experience in successfully managing technical, production, financial, marketing, and administrative functions. Multifaceted solid and hazardous waste management experience.
3. Able to wear a respirator and in good physical health.
4. Knowledge and experience of regulatory issues.

DUTIES:

1. Ensure that the Clive Incineration Facility is operated in an environmentally sound, safe, and efficient businesslike manner. Ensure that the CIF is in compliance with permit conditions.
2. Direct and evaluate the activities of the Administrative Manager, the Operations Manager, the Laboratory Manager, and the Environmental Manager.
3. Develop, approve, and enforce all policies and procedures.
4. Any other duties as assigned.

TITLE: Environmental Manager

CATEGORY: Management

REPORTS TO: Corporate

QUALIFICATIONS:

1. Minimum Bachelor's degree in chemistry, environmental engineering, or related field or equivalent vocational training and experience.
2. Two or more years work experience in handling hazardous waste or materials.
3. Knowledge of EPA, UHWMR, DOT, OSHA, TSCA, and RCRA regulations.
4. Able to wear a respirator and in good physical condition.

DUTIES:

1. Manage Department of Environmental Affairs to assure that the CIF is in compliance with all local, state and federal regulations.
2. Direct and evaluate the activities of Facility Inspector, Regulatory Officer, Safety/Training Supervisor, and Regulatory/Records Clerk.
3. Review and comment on all technical projects planned for CIF.
4. Maintain liaison with the regulatory authorities to ensure timely transmission of information between the regulators and the CIF.
5. Disseminate current information regarding changes in regulations. Make necessary revisions to the training plans.
6. Report all deficiencies discovered during facility inspections to the Facility Manager.

7. Assist in resolving issues relating to waste acceptance.

TITLE: Assistant Environmental Manager

CATEGORY: Environmental/Regulatory

REPORTS TO: Environmental Manager

QUALIFICATIONS:

1. Minimum Bachelor's degree in chemistry, environmental engineering, or related field or equivalent vocational training and experience.
2. Two or more years work experience in handling hazardous waste or materials.
3. Knowledge of EPA, UHWMR, and DOT regulations.
4. Able to wear a respirator and in good physical condition.

DUTIES:

1. Assist the Environmental Manager to assure that CIF is in compliance with all local, state and federal regulations.
2. Perform duties as assigned by Environmental Manager.
3. Manage the Department in the absence of the Environmental Manager.

TITLE: Safety/Training Supervisor

CATEGORY: Environmental/Regulatory

REPORTS TO: Environmental Manager

QUALIFICATIONS:

1. Minimum Associate of Science degree with concentration in sciences and/or occupational safety/health or equivalent experience.
2. Minimum 5 years experience in industrial safety with plant experience, preferably in chemical processing. 1 - 2 years experience with handling hazardous waste or materials.
3. Knowledge and comprehension of all applicable regulations (i.e. , UHWMR, TSCA, RCRA, OSHA, DOT, etc.).
4. Able to wear a respirator and in good physical condition.

DUTIES:

1. Set up, schedule, and insure all employees have the proper training to meet all regulatory and safety requirements in accordance with the Personnel Training Plan for the CIF.
2. Provide for supervision of inspections of the facility for safety compliance.
3. Provide inventory control of all safety equipment at the facility.
4. Perform safety and emergency equipment inspections.
5. Recommend to all departments environmental, health and safety policy and procedural changes based on audits of operations.
6. Perform special projects and other duties as assigned by the environmental manager.

7. Acquire adequate training prior to assuming responsibility for any new equipment, process or materials.

TITLE: Regulatory Officer

CATEGORY: Environmental/Regulatory

REPORTS TO: Environmental Manager

QUALIFICATIONS:

1. Minimum Bachelor of Science or Arts in chemistry, environmental science or related field. Minimum minor in chemistry or equivalent experience.
2. Training or experience in handling hazardous waste.
3. Knowledge of EPA, UHWMR, DOT and RCRA regulations.
4. Able to wear a respirator and in good physical condition.

DUTIES:

1. Monitor the records and procedures used to manage incoming and outbound waste materials to ensure the wastes are approved, meet specifications, and can be handled in a manner protective of human health and the environment.
2. Maintain a sound working knowledge of all federal and state permits and regulations governing the CIF.
3. Ensure all materials and paperwork for inbound and outbound waste streams meet requirements of UHWMR Department of Health, US EPA, and CIF waste analysis plan.
4. Prepare reports of discrepancies on manifests.
5. Review pre-shipment packing lists for packaged laboratory chemicals.
6. Other duties as assigned by the Environmental Manager.
7. Acquire adequate training prior to assuming responsibility for any new equipment, process or materials.

TITLE: Facility Inspector

CATEGORY: Environmental/Regulatory

REPORTS TO: Environmental Manager

QUALIFICATIONS:

1. Minimum Bachelor of Science or Arts in chemistry, environmental science or related field. Minimum minor in chemistry.
2. Training or experience in handling hazardous waste.
3. Knowledge of EPA, UHWMR, DOT and RCRA regulations.
4. Able to wear a respirator and in good physical condition.

DUTIES:

1. Maintain a sound working knowledge of all federal and state permits and regulations governing the CIF.
2. Inspect the records and procedures used to manage incoming and outbound waste materials to determine if wastes are approved, meet specifications, and are managed in compliance with the WAP and applicable regulations.
3. Inspect the waste management units at the CIF to determine if the WAP is being followed and applicable regulations are being observed.
4. Prepare reports of discrepancies found during inspections.
5. Other duties as assigned by the Environmental Manager.
6. Acquire adequate training prior to assuming responsibility for any new equipment, process or materials.

TITLE: Operations Manager

CATEGORY: Management

REPORTS TO: Facility Manager

QUALIFICATIONS:

1. B.S. in chemical, civil, or industrial engineering or related scientific or management area or equivalent.
2. Ten (10) years direct experience in process operations or related areas including management, environment, and chemical process.
3. Five (5) years demonstrated and effective experience in a supervisory position.
4. Good planning and organizational skills.
5. Able to wear a respirator and in good physical health.
6. Knowledge of EPA, UHWMR, DOT and RCRA regulations.

DUTIES:

1. Ensure that CIF activities are run in a manner protective of human health and the environment.
2. Direct and evaluate the activities of the operations and maintenance personnel.
3. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.
4. Supervise the administration of the Operations Department.
5. Any other duties assigned by Facility Manager.
6. Function as Primary Emergency Coordinator.

TITLE: Maintenance Manager

CATEGORY: Operations

REPORTS TO: Operations Manager

QUALIFICATIONS:

1. Bachelor of Science in mechanical, chemical, or industrial engineering or related field or equivalent.
2. Ten (10) years direct experience in process operations or related areas including management, environment, and chemical process.
3. Five (5) years demonstrated and effective experience in a supervisory position.
4. Good planning and organizational skills.
5. Able to wear a respirator and in good physical health.

DUTIES:

1. Ensure that CIF maintenance is performed in a manner protective of human health and the environment.
2. Direct and evaluate the activities of the maintenance supervisors.
3. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.
4. Supervise the administration of the Maintenance Department.
5. Any other duties assigned by Operations Manager.

TITLE: Mechanical Supervisor

CATEGORY: Operations

REPORTS TO: Maintenance Manager

QUALIFICATIONS:

1. High school graduate with minimum ten (10) years mechanical experience; including hands-on repair and proven shop management.
2. Vocational or technical training in heavy equipment and vehicle repair and preventative maintenance or equivalent experience.
3. Able to wear a respirator and in good physical health.

DUTIES:

1. Assist Purchasing Department with negotiations of new equipment purchases.
2. Develop and maintain a complete maintenance program, including record keeping and preventative maintenance for all CIF mechanical equipment.
3. Provide ongoing technical training for all maintenance personnel.
4. Purchase and maintain related shop equipment.
5. Assist in developing and maintaining shop safety program.
6. Arrange for regular inspections of vehicles to ensure standards of repair.
7. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.
8. Assist various departments in preparing specifications for any equipment.

TITLE: Electrical/Instrument Supervisor

CATEGORY: Operations

REPORTS TO: Maintenance Manager

QUALIFICATIONS:

1. High school graduate with minimum ten (10) years electrical/instrument experience; including hands-on repair and proven shop management.
2. Vocational or technical training in electrical equipment and process instrumentation repair and preventative maintenance or equivalent experience.
3. Able to wear a respirator and in good physical health.

DUTIES:

1. Assist Purchasing Department with negotiations of new equipment purchases.
2. Develop and maintain a complete maintenance program, including record keeping and preventative maintenance for all CIF electrical equipment and instrumentation.
3. Provide ongoing technical training for all maintenance personnel.
4. Purchase and maintain related shop equipment.
5. Assist in developing and maintaining shop safety program.
6. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.

7. Assist various departments in preparing specifications for any equipment.

TITLE: Maintenance Mechanic

CATEGORY: Operations

REPORTS TO: Mechanical Supervisor

QUALIFICATIONS:

1. Minimum high school education with three (3) years mechanical experience.
2. Vocational or technical school, industrial maintenance training, heavy equipment repair and preventative maintenance or equivalent experience.
3. Able to wear a respirator and in good physical health.

DUTIES:

1. Provide routine preventative maintenance and special maintenance for all site owned equipment and utilities (heating, air conditioning, plumbing, process equipment, piping, vehicles, etc.).
2. Maintain all site equipment according to all safety codes and operational manuals.
3. Provide custom fabrication services for special projects.
4. All other duties as assigned by the Mechanical Supervisor.
5. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.

TITLE: Electrician

CATEGORY: Operations

REPORTS TO: Electrical/Instrument Supervisor

QUALIFICATIONS:

1. Minimum high school graduate.
2. Minimum 4 years industrial experience or vocational training in general maintenance and electrical maintenance, including power distribution systems up to 15000 volts.
3. Good mechanical abilities.
4. Able to wear a respirator and in good physical health.
5. Familiar with all types of electric motors, lights and controllers (single and three phase) up to 15000 volts.
6. Must be familiar with proper installation and maintenance of electrical systems.

DUTIES:

1. Perform basic electrical maintenance to all site and CIF-owned buildings and electrical systems.
2. Maintain the proper function, both mechanically and electrically, of the power generator.
3. Perform appropriate elements of the CIF preventative maintenance program.
4. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.

TITLE: Instrument Mechanic

CATEGORY: Operations

REPORTS TO: Electrical/Instrument Supervisor

QUALIFICATIONS:

1. Minimum high school graduate.
2. Minimum 4 years industrial experience or vocational training in instrument and control system maintenance including pneumatic, electronic, and computer-controlled equipment.
4. Good mechanical abilities.
5. Able to wear a respirator and in good physical health.
6. Familiar with all types of thermocouples, pressure sensors, level detection instruments, flow sensors, transmitters, control valves, recorders, and distributed process controllers.
7. Must be familiar with proper installation and calibration of instrument systems.

DUTIES:

1. Perform basic maintenance on all CIF instrumentation systems.
2. Maintain the proper function, both mechanically and electrically, of the distributed process controllers.
3. Perform appropriate elements of the CIF preventative maintenance program.
4. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.
5. Perform calibration of CIF process instruments. Maintain calibration equipment.

TITLE: Operations Superintendent

CATEGORY: Operations

REPORTS TO: Operations Manager

QUALIFICATIONS:

1. Bachelor of Science in mechanical, chemical, or industrial engineering or related field or equivalent.
2. Ten (10) years direct experience in process operations or related areas including management, environment, and chemical process.
3. Five (5) years demonstrated and effective experience in a supervisory position.
4. Planning and organizational skills.
5. Able to wear a respirator and in good physical health.

DUTIES:

1. Ensure that CIF operations are performed in a manner protective of human health and the environment.
2. Direct and evaluate the activities of the operations supervisors.
3. Function as an Alternate Emergency Coordinator.
4. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.
5. Any other duties assigned by Operations Manager.

TITLE: Operations Supervisor

CATEGORY: Operations

REPORTS TO: Operations Superintendent

QUALIFICATIONS:

1. Minimum of high school education, with some chemistry or experience with hazardous materials.
2. Must be able to schedule personnel and equipment to meet changing operational needs on a daily basis.
3. Able to wear a respirator and in good physical health.

DUTIES:

1. Always operate the assigned area in a manner protective of human health and the environment.
2. Supervise placement of materials, transfer of waste from vehicles, completion of records, and compliance with regulations and the WAP in assigned area.
3. All other duties as assigned by the Operations Superintendent.
4. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.

TITLE: Traffic Supervisor

CATEGORY: Operations

REPORTS TO: Operations Superintendent

QUALIFICATIONS:

1. Minimum of high school education, with some chemistry or experience with hazardous materials.
2. Must be able to schedule personnel and equipment to meet changing operational needs on a daily basis.
3. Able to wear a respirator and in good physical health.

DUTIES:

1. Always ensure that the movement of vehicles is handled in a manner protective of human health and the environment.
2. Supervise scheduling of vehicles, placement of vehicles, completion of records, and compliance with regulations and the WAP.
3. All other duties as assigned by the Operations Superintendent.
4. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.

TITLE: Operator

CATEGORY: Operations

REPORTS TO: Operations Supervisor

QUALIFICATIONS:

1. Minimum of high school education, with some chemistry or experience with hazardous materials.
2. Able to wear a respirator and in good physical health.

DUTIES:

1. Always operate in the assigned area in a manner protective of human health and the environment.
2. Place materials, transfer waste from vehicles, completion of records, and comply with regulations and the WAP in assigned area.
3. All other duties as assigned by the Operations Supervisor.
4. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.

TITLE: Laboratory Manager

CATEGORY: Management

REPORTS TO: Facility Manager

QUALIFICATIONS:

1. Minimum Bachelor's degree in biological, chemical, or physical sciences from an accredited institution of higher education.
2. Three or more years work experience in a certified environmental laboratory or approved equivalent.
3. Knowledge of EPA, UHWMR, DOT, OSHA, TSCA, and RCRA regulations
4. Able to wear a respirator and in good physical condition.

DUTIES:

1. Manage the CIF laboratory to assure that the CIF is in compliance with all local, state and federal regulations.
2. Direct and evaluate the activities of the Assistant Laboratory Manager, Supervising Chemists, Chemists, and Lab Technicians.
3. Review and comment on all technical projects planned for CIF.
4. Function as Director of the Certified Laboratory.
5. Implement the Waste Analysis Plan (WAP). Make necessary revisions to the WAP.
6. Assist in resolving issues relating to waste acceptance.
7. Perform other duties as directed by the Facility Manager.

TITLE: Assistant Laboratory Manager

CATEGORY: Technical

REPORTS TO: Laboratory Manager

QUALIFICATIONS:

1. Minimum Bachelor's degree in biological, chemical, or physical sciences from an accredited institution of higher education.
2. Three or more years work experience in a certified environmental laboratory or approved equivalent.
3. Knowledge of EPA, UHWMR, and DOT regulations.
4. Able to wear a respirator and in good physical condition.

DUTIES:

1. Assist the Laboratory Manager to assure that CIF is in compliance with all local, state and federal regulations.
2. Perform duties as assigned by Laboratory Manager.
3. Manage the Department in the absence of the Laboratory Manager.

TITLE: Supervising Chemist

CATEGORY: Technical

REPORTS TO: Laboratory Manager

QUALIFICATIONS:

1. Minimum Bachelor of Science or Arts in chemistry, environmental science or a related field.
2. Two or more years experience in analytical chemistry.
3. Prior experience with process chemistry.
4. Previous experience with EPA and ASTM test methods.
5. Previous experience with sampling methods.
6. Able to wear a respirator and in good physical health.

DUTIES:

1. Direct the day-to-day operation of the laboratory.
2. Provide technical assistance to Environmental Affairs.
3. Implement the QA/QC procedures in the laboratory as well as sampling in the plant.
4. Assist in technical and safety training.
5. Administer any worker exposure monitoring.
6. Assist in laboratory operations if required.
7. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.

TITLE: Chemist

CATEGORY: Technical

REPORTS TO: Supervisory Chemist

QUALIFICATIONS:

1. Minimum Bachelor of Science or Arts in chemistry, environmental science, or a related field.
2. Exhibit good analytical skills and techniques.
3. Able to wear a respirator and in good physical health.

DUTIES:

1. Sample or supervise the sampling of incoming wastes and waste process streams in the plant.
2. Perform quantitative and qualitative analyses of samples from incoming wastes and waste process streams in the plant.
3. Perform sampling and analysis for worker exposure monitoring.
4. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.

TITLE: Laboratory Technician

CATEGORY: Technical

REPORTS TO: Supervisory Chemist

QUALIFICATIONS:

1. Minimum high school graduate with credit in chemistry or work experience in chemistry.
2. Exhibit good analytical skills and techniques.
3. Able to wear a respirator and in good physical health.

DUTIES:

1. Sample incoming wastes and waste process streams in the plant.
2. Assist in the performance of quantitative and qualitative analysis of samples from incoming wastes and waste process streams in the plant.
3. Assist with sampling and analysis for worker exposure monitoring.
4. Acquire adequate training prior to assuming responsibility for any new equipment, process, or materials.

TITLE: Administrative Manager

CATEGORY: Management

QUALIFICATIONS:

1. Bachelor's degree in business or related field (such as accounting, mathematics, or business education) from an accredited institution, or equivalent business or industrial experience, or vocational training.
2. Documented experience in successfully managing administrative functions such as recordkeeping, accounting, payroll, etc. Experience with solid and hazardous waste management desirable.

DUTIES:

1. Ensure that the Clive Incineration Facility is administered in an environmentally sound, safe, and efficient businesslike manner. Ensure that the CIF is in compliance with permit conditions.
2. Direct and evaluate the activities of the clerical staff.
3. Any other duties as assigned.